**PLC Documentation Form**

❒ Send to Shannon after each meeting to ensure payment for PLC hours.

❒ Attach revised action plans

❒ Attach self-assessments

Meeting Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recorder name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLC Member sign in:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❒ Present entire meeting

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❒ Present entire meeting

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❒ Present entire meeting

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❒ Present entire meeting

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❒ Present entire meeting

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❒ Present entire meeting

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❒ Present entire meeting

Did today’s meeting generate a need for any resources from project leadership (materials, research, content needs)? If so, please list resources and needs below:

Next Meeting Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Next Meeting Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities (roles) for next meeting:

Facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recorder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timekeeper: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic for next meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resources needed for topic (articles, videos, student work, protocol for looking at student work):

**Resource Person Responsible**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classroom observations scheduled **before** the next meeting:

Each scheduled observation should include time for a pre-observation and post-observation meeting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will observe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Pre-observation (~15 minutes) scheduled for \_\_\_\_\_\_\_\_\_\_ (time) at \_\_\_\_\_\_\_\_\_\_ (date).

Observation scheduled for \_\_\_\_\_\_\_\_\_\_\_ (time) on \_\_\_\_\_\_\_\_\_\_ (date).

Post-observation (~15 minutes) scheduled for \_\_\_\_\_\_\_\_\_\_ (time) at \_\_\_\_\_\_\_\_\_\_\_ (date).

Each scheduled observation should include time for a pre-observation and post-observation meeting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will observe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Pre-observation (~15 minutes) scheduled for \_\_\_\_\_\_\_\_\_\_ (time) at \_\_\_\_\_\_\_\_\_\_ (date).

Observation scheduled for \_\_\_\_\_\_\_\_\_\_\_ (time) on \_\_\_\_\_\_\_\_\_\_ (date).

Post-observation (~15 minutes) scheduled for \_\_\_\_\_\_\_\_\_\_ (time) at \_\_\_\_\_\_\_\_\_\_\_ (date).

Each scheduled observation should include time for a pre-observation and post-observation meeting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will observe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Pre-observation (~15 minutes) scheduled for \_\_\_\_\_\_\_\_\_\_ (time) at \_\_\_\_\_\_\_\_\_\_ (date).

Observation scheduled for \_\_\_\_\_\_\_\_\_\_\_ (time) on \_\_\_\_\_\_\_\_\_\_ (date).

Post-observation (~15 minutes) scheduled for \_\_\_\_\_\_\_\_\_\_ (time) at \_\_\_\_\_\_\_\_\_\_\_ (date).

Each scheduled observation should include time for a pre-observation and post-observation meeting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will observe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Pre-observation (~15 minutes) scheduled for \_\_\_\_\_\_\_\_\_\_ (time) at \_\_\_\_\_\_\_\_\_\_ (date).

Observation scheduled for \_\_\_\_\_\_\_\_\_\_\_ (time) on \_\_\_\_\_\_\_\_\_\_ (date).

Post-observation (~15 minutes) scheduled for \_\_\_\_\_\_\_\_\_\_ (time) at \_\_\_\_\_\_\_\_\_\_\_ (date).

Each scheduled observation should include time for a pre-observation and post-observation meeting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will observe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Pre-observation (~15 minutes) scheduled for \_\_\_\_\_\_\_\_\_\_ (time) at \_\_\_\_\_\_\_\_\_\_ (date).

Observation scheduled for \_\_\_\_\_\_\_\_\_\_\_ (time) on \_\_\_\_\_\_\_\_\_\_ (date).

Post-observation (~15 minutes) scheduled for \_\_\_\_\_\_\_\_\_\_ (time) at \_\_\_\_\_\_\_\_\_\_\_ (date).

Each scheduled observation should include time for a pre-observation and post-observation meeting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will observe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Pre-observation (~15 minutes) scheduled for \_\_\_\_\_\_\_\_\_\_ (time) at \_\_\_\_\_\_\_\_\_\_ (date).

Observation scheduled for \_\_\_\_\_\_\_\_\_\_\_ (time) on \_\_\_\_\_\_\_\_\_\_ (date).

Post-observation (~15 minutes) scheduled for \_\_\_\_\_\_\_\_\_\_ (time) at \_\_\_\_\_\_\_\_\_\_\_ (date).

Each scheduled observation should include time for a pre-observation and post-observation meeting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will observe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Pre-observation (~15 minutes) scheduled for \_\_\_\_\_\_\_\_\_\_ (time) at \_\_\_\_\_\_\_\_\_\_ (date).

Observation scheduled for \_\_\_\_\_\_\_\_\_\_\_ (time) on \_\_\_\_\_\_\_\_\_\_ (date).

Post-observation (~15 minutes) scheduled for \_\_\_\_\_\_\_\_\_\_ (time) at \_\_\_\_\_\_\_\_\_\_\_ (date).